

Summary of Training Requirement for EM Trainees doing Elective Rotations
Education Committee (EC), HKCEM

Trainees assessment and training requirement

- Trainees should report mandatory rotation ≥ 3 months and optional rotation ≥ 6 weeks to EC in the half-yearly assessment
 - Assessment period: Jan-June, July-Dec
 - Trainees should arrange interviews with their training supervisors and together they are required to complete and submit electronic half yearly assessment files to EC
 - Assessment meeting (Training Supervisor meeting) will usually be held in late Jan and late July to review trainee assessment of the immediately preceding half-year assessment period
- Full accreditation of the 6-month training only if **all** of the followings are fulfilled:
 1. All scores in Trainee Assessment Form ≥ 3 (i.e. at least satisfactory in all of the categories in the assessment form), and
 2. Fulfillment of College Training Point requirement, and
 3. Satisfactory completion of Logbook
- *Completion of written assignment is exempted for elective rotation outside A&E for ≥ 3 months*

Remedial Arrangement

- Remedial to make up of any deficit is allowed only if one of the above requirements is not fulfilled
- Remedial is not allowed and the experience is NOT recognized if TWO or more of the above is not fulfilled
- On remedial if the deficit is not replenished, only 50% of the experience will be accredited e.g. 3 months accredited for a 6-month period

Trainee Assessment Form

- For trainee undergoing **mandatory** elective rotation for ≥ 3 months or **optional** elective rotation for ≥ 6 weeks, the assessment form for the elective rotation period should be completed by the Specialty supervisor; while for the remaining EM experience, if any, marks should be given by the EM Training Supervisor into the digital assessment form (excel file).

- For elective rotation of 6 months, training supervisor should transcribe the marks given by Specialty supervisor from the assessment form to the excel file for submission. For elective rotation of less than 6 months, scanned copy of the assessment form completed by Specialty supervisor should be submitted together with the EM assessment made on the excel file.
- The trainee should keep the original elective rotation assessment form and file in his logbook for record

Training Point (TP) requirement

- During elective training in other specialties for 6 months; all the 15 TP can be either Cat A or Cat B, or a combination of Cat A & Cat B
- During elective training in other specialties, pro rata no. of TP is required (Cat A TP is not mandatory); for the remaining EM period, requirement for Cat A & Cat B TP will be necessary on a pro rata basis
- TP in a particular half-year period can be used for remedial of the immediate previous half-year period
- Most CME accredited activities of other specialties carry 1 Cat B TP per hour
- Trainees should refer to the file 'Training point requirement and allocation principles' for further details

Satisfactory Completion of Logbook

- Trainees should log their clinical encounters, procedure performed, attendance of education activities and presentations into their logbooks during elective rotations
- Printing out and filing of operation list from CMS into logbook are also acceptable means of record keeping for Surgical stream rotations
- Logbooks should be signed by specialty trainers or training supervisors
- Trainees should present their logbooks to their training supervisors for review and comment during the half-yearly interviews
- Trainees should complete the logbook summary in the electronic half-yearly assessment worksheet